



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

"To Enrich Lives Through Effective And Caring Service"

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

November 05, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

34 November 5, 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

**PUBLIC LIBRARY:
CULVER CITY LIBRARY IMPROVEMENTS PROJECT
APPROVE PROJECT AND BUDGET
APPROVE APPROPRIATION ADJUSTMENT
CAPITAL PROJECT NO. 87273
SECOND DISTRICT
(4 VOTES)**

SUBJECT

Approval of the recommended actions will find the proposed Culver City Library Improvements Project exempt from the California Environmental Quality Act, approve the proposed Project and budget, appropriation adjustment, and authorize Internal Services Department to implement the proposed Project using a Board-approved Job Order Contract.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed Culver City Library Improvements Project at the Culver City Julian Dixon Library is categorically exempt from the provisions of the California Environmental Quality Act pursuant to State California Environmental Quality Act Guidelines Sections 15301(a), (b), (d), and (h), and Class 1, Subsections (d), (e), and (j) of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by the Board on November 17, 1987, as the Project involves no or negligible expansion of an existing use.
2. Approve the appropriation adjustment transferring \$1,383,000 from the Department of Public Library's Budget, \$1,133,000 from the Extraordinary Maintenance Budget to the proposed Culver City Library Improvements Project, Capital Project No. 87273, to fully fund the proposed Project.

3. Approve the proposed Culver City Library Improvements Project with a total budget of \$2,516,000.
4. Authorize the Department of Public Library and the Internal Services Department to proceed with implementation of the proposed Project using a Board-approved Job Order Contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find the proposed Culver City Library Improvements Project (Project) exempt from California Environmental Quality Act (CEQA), approve the proposed Project scope and budget, appropriation adjustment, and allow Internal Services Department (ISD) to implement the proposed Project at the Culver City Julian Dixon Library.

The proposed Project entails refurbishment and maintenance to the Culver City Julian Dixon Library, located at 4975 Overland Avenue, Culver City. The proposed Project scope includes tenant improvements, including installation of custom cabinetry, light fixtures and library signage, painting, carpet replacement, minor landscape upgrades, ceiling system replacement, voice/data and electrical upgrades and architecture and engineering services related to the scope. The proposed Project also includes energy improvements such as upgrades to the heating, ventilation and air conditioning (HVAC) system and extensive lighting upgrades to the interior and exterior light fixtures. Deferred maintenance improvements will include a complete roof replacement with an energy efficient "Cool Roof" system.

The plans and specifications for the proposed Project will be completed using ISD Board-approved As-needed Architectural and Engineering Services Master Agreement. The proposed improvements will be implemented through use of the ISD Job Order Contract (JOC) program.

It is anticipated that the proposed Project construction will begin in February 2015 and will be completed in December 2015. The schedule and budget for the proposed Project are detailed in Attachment A.

Green Building/Sustainable Design Program

The proposed Project will support the Board's Policy for Green Building/Sustainable Design Program to the extent feasible by using building materials that are composed of recycled materials, incorporating energy efficient lighting, cooling, and heating measures as well as other consumption reducing measures where feasible.

Implementation of Strategic Plan Goals

Approval of the recommended actions is consistent with the County's Strategic Plan Goals of Operational Effectiveness/Fiscal Sustainability (Goal 1), and Integrated Service Delivery (Goal 3), by investing in public infrastructure that will improve access to Public Library services.

FISCAL IMPACT/FINANCING

The estimated cost for the proposed Project, including design and construction is \$2,516,000. Approval of the attached appropriation adjustment (Attachment B) will transfer \$1,383,000 from the Public Library's Budget (\$1,218,000 from the Public Library's Fiscal Year (FY) 2014-15 Operating Budget and \$165,000 from the Public Library's Culver City Julian Dixon Library Developer Fee Budget (BM6), and \$1,133,000 from the Extraordinary Maintenance Budget (from previously

approved allocations for energy efficiency projects and roof replacements, \$583,000 and \$550,000, respectively) to fully fund the proposed Project.

The Public Library does not anticipate any one-time or increase in ongoing operating costs as a result of the proposed Project. Funding for furniture, fixtures, and equipment will consist of \$140,000 from the Public Library's FY 2014-15 Operating Budget and \$210,000 in a one-time donation of furniture from the Friends of Culver City Julian Dixon Library. Public Library will return to the Board with recommendations to approve the donation.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Consistent with the Board's Civic Art Policy adopted on December 7, 2004, and amended on December 15, 2009, one percent of the cost of design services and construction of the proposed Project will be allocated to the Civic Arts fund.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is categorically exempt from the CEQA pursuant to State CEQA Guidelines Sections 15301(a), (b) and (d) and Class 1, Subsections (d) and (e) of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by the Board on November 17, 1987, because the project's minor interior alterations of the building; minor exterior alterations; utility upgrades; and rehabilitation of deteriorated or damaged structures, facilities, and mechanical equipment for public health and safety purposes, such as the roof replacement, involves no or negligible expansion of an existing use.

CONTRACTING PROCESS

Plans and specifications of the proposed improvements will be completed by an ISD as-needed architectural and engineering firm and the Project will be implemented using ISD's JOC program awarded by the Board on June 17, 2014 and approved as to form by County Counsel.

The contract awarded to the JOC contractor contains terms and conditions supporting the Board's ordinances, policies, and programs, including but not limited to: County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs, Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; and the standard Board-directed clauses that provide for contract termination and renegotiation.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The existing Culver City Julian Dixon Library will be closed during construction. Temporary library services will be provided at the Mayme A. Clayton Library and Museum.

CONCLUSION

Please return one adopted copy of this Board letter to the Chief Executive Office, Facilities and Asset Management Division; Public Library; and Internal Services Department.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a long horizontal line extending to the right.

WILLIAM T FUJIOKA

Chief Executive Officer

WTF:SHK:DJT

SW:AC:rp

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Arts Commission
Auditor-Controller
Internal Services
Public Library

ATTACHMENT A

**PUBLIC LIBRARY:
CULVER CITY LIBRARY IMPROVEMENTS PROJECT
APPROVE PROJECT AND BUDGET
APPROVE APPROPRIATION ADJUSTMENT
CAPITAL PROJECT NO. 87273**

I. PROJECT SCHEDULE

Culver City Julian Dixon Library

Project Activity	Scheduled Completion Date
Design	November 2014
Jurisdictional Approvals	December 2014
Construction Start	February 2015
Construction Substantial Completion	December 2015

PROJECT BUDGET SUMMARY

Project Activity	Proposed Budget
Land Acquisition	\$ -
Construction	
Low Bid construction Contract	\$ -
Job Order Contract	1,210,000
Change Orders	182,000
Departmental Crafts	-
Youth Employment	-
Construction Consultants	-
Misc. Expense – Gordian Group	24,000
Telecomm Equip - Affixed to Building	-
Civic Arts	16,000
Subtotal	\$ 1,432,000
Programming/Development	\$ -
Plans and Specifications	\$ 250,000
Consultant Services	
Site Planning	\$ -
Hazardous Materials Remediation	100,000
Geotech/Soils Report and Soils Testing	-
Hazardous Material Testing	3,000
Cost Estimating	-
Topographic Surveys	-
Construction Management	-
Construction Administration	-
Furniture Fixture and Equipment (FFE) Design Services	-
Environmental	-
Move Management	20,000
Equipment Planning	-
Other:	-
Subtotal	\$ 123,000
Miscellaneous Expenditures	
ISD Countywide Contract Compliance	\$ 24,000
FFE	0
Subtotal	\$ 24,000
Jurisdictional Review/Plan Check/Permit	\$ 49,000
County Services	
Code Compliance Inspection	\$ -
Contract Compliance Inspection	-
Design Review	-
Design Services	-
Contract Administration	-
Project Management	-
Project Management Support Services	-
ISD Job Order Contract Admin	363,000
ISD Architect & Engineering Admin	75,000
DPW Job Order Contract Management	-
ISD ITS Communications	200,000
Project Security	-
Project Technical Support	-
Office of Affirmative Action	-
County Counsel	-
Other:	-
Sheriff Job Order Contract Management	-
Subtotal	\$ 638,000
TOTAL	\$ 2,516,000

ATTACHMENT B

**PUBLIC LIBRARY:
CULVER CITY LIBRARY IMPROVEMENTS PROJECT
APPROVE PROJECT AND BUDGET
APPROVE APPROPRIATION ADJUSTMENT
CAPITAL PROJECT NO. 87273**

APPROPRIATION ADJUSTMENT

PINK

BA FORM 03/13

BOARD OF
SUPERVISORS
OFFICIAL COPY

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF [CHIEF EXECUTIVE OFFICE]

DEPT'S.
NO. 060]

November 5, 2014

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2014-15

4 - VOTES

SOURCES

USES

See Attached

See Attached

SOURCES TOTAL: \$

3,899,000

USES TOTAL: \$

3,899,000

JUSTIFICATION

The appropriation adjustment is necessary to fully fund the Culver City Library Refurbishment Project.

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

34

NOV 05 2014

AUTHORIZED SIGNATURE Sabra White

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR ---

☐ ACTION

☒ RECOMMENDATION

AUDITOR-CONTROLLER

BY

B.A. NO. 041

☒ APPROVED AS REQUESTED

☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

10-16

20

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENT
CAPITAL PROJECTS/REFURBISHMENTS
FISCAL YEAR 2014-15

4 - VOTES

SOURCES

PUBLIC LIBRARY
B06-PL-2000-41200
Services and Supplies
DECREASE APPROPRIATION \$ 1,218,000

PUBLIC LIBRARY DEVELOPER FEE AREA #6
BM6-PL-2000-55386
Services and Supplies
DECREASE APPROPRIATION \$ 165,000

EXTRAORDINARY MAINTENANCE
A01-CF-2000-12810
Services and Supplies
DECREASE APPROPRIATION \$ 1,133,000

PUBLIC LIBRARY
Culver City Library Refurbishment
A01-CP-96-9919-65044-87273
OPERATING TRANSFER IN / CAPITAL PROJECTS
INCREASE REVENUE 1,383,000

\$ 3,899,000

USES

PUBLIC LIBRARY
B06-PL-6100-41200
Other Financing Uses
INCREASE APPROPRIATION \$ 1,218,000

PUBLIC LIBRARY DEVELOPER FEE AREA #6
BM6-PL-6100-55386
Other Financing Uses
INCREASE APPROPRIATION \$ 165,000

PUBLIC LIBRARY
Culver City Library Refurbishment
A01-CP-6014-65044-87273
Capital Assets - Building and Improvements
INCREASE APPROPRIATION \$ 2,516,000

TOTAL

\$ 3,899,000

JUSTIFICATION

The appropriation adjustment is necessary to fully fund the Culver City Library Refurbishment Project.

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

34

NOV 05 2014

BA# 641 *[Signature]* 10/15/14

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

PINK

BA FORM 03/13

BOARD OF
SUPERVISORS
OFFICIAL COPY

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF INTERNAL SERVICES

DEPT'S.
NO. 300

October 9, 2014

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2014-15

3 - VOTES

SOURCES

UTILITIES
A01-IS-2000-12460
SERVICES & SUPPLIES
DECREASE APPROPRIATION - \$583,000

USES

UTILITIES
A01-IS-5350-12460
SERVICES & SUPPLIES EXPENDITURE DISTRIBUTION
INCREASE APPROPRIATION - \$583,000

SOURCES TOTAL: \$ 583,000

USES TOTAL: \$ 583,000

JUSTIFICATION

Reflects a decrease in Services & Supplies appropriation, offset by S&S Expenditure Distribution, to reflect the LED lighting and HVAC upgrades being budgeted in the Culver City Library Improvements Project (Capital Project No. 87273) and not in the Utilities Budget.

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

34

NOV 05 2014

AUTHORIZED SIGNATURE DAVE YAMASHITA, ADMIN DEPUTY

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR --☐ ACTION☒ RECOMMENDATION

AUDITOR-CONTROLLER

BY

B.A. NO. 041

☒ APPROVED AS REQUESTED☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

20 14